

Pima County/Tucson Women's Commission
Executive Committee Meeting
Wednesday, December 2, 2009 at 5:30 pm
240 North Court Ave, Tucson, AZ 85701

Adopted Minutes

- 1) **Call to order/roll call** – Meeting called to order by Mandel at 5:30pm.
- 2) **Call to the public** – Roll called by Baxter. Present: Michael Mandel and Marian Amoroso-Benedetto Absent: Anna Harper and Carol Dow. Quorum established.
- 3) **Review and approve minutes from past Executive Committee meeting 11/4/09 -**
Amoroso-Benedetto made motion to table this item due to technical difficulties, Second by Mandel; passed unanimously.
- 4) **Review and approve November 2009 financials -** Amoroso-Benedetto made motion to approve November 2009 financials, Second by Mandel; passed unanimously.
- 5) **HR update**
 - a) **Staff health and dental insurance** – Baxter reported that new insurance is currently being reviewed by United Health.
 - b) **Consultant** – Mandel reported he had contacted Sandra Abby per Dottie's request at a previous meeting and that due to Ms. Abby changing jobs she is no able to help us at this time. Amoroso-Benedetto and Mandel discussed the budget problems associated with paying an HR representative to address staff complaints and look into all Commission HR policies. Mandel is open to suggestions on how to move forward. Amoroso-Benedetto said she would talk to her HR contacts and report back.
- 6) **Commissioner Recruitment Update** – Baxter reported that she is located a person who is interested in serving as a Commissioner from Ward One. We are currently working to contact the Ward One office and move forward ASAP. Baxter also reported that she is in contact with a person who could potentially be appointed by the Mayor's office. There is still a need for Commissioners from City Wards 3 and 6 as well as County District 1.
- 7) **Hope Fest – Office Space** – Discussion to clarify what office space is being donated to Hope Fest for one year. Amoroso-Benedetto suggested Baxter offer Hope Fest various portions of the building including the front entry office space or Suite D.
- 8) **December Full Commission Meeting and/or Holiday Party** – Mandel led discussion about what the Commission has done in the past for December meetings and Holiday Parties. Mandel noted the likeliness of having to cancel the December meeting due to lack of quorum and suggested an alternative Holiday Party for non-business purposes. Amoroso-Benedetto suggested that due to the downturn in the economy that instead of a party we should encourage Commissioners to donate to a charity such as the food bank or diaper bank. The Commission will serve as a drop off location for donations.

9) Audit Update - Baxter reported that the field work portion of the audit was completed in November and we are currently waiting on the draft report they are creating. Baxter complimented Monica Mueller's attention to detail and preparation for the FY08-09 audit and thanked her for her work.

10) Update regarding Prop 400 – Baxter reported that she is still working on making contact with other groups interested in the results of Prop 400.

11) AAUW Scottsdale – Lilly Ledbetter Fair Pay Matters Luncheon 2/25/2010 – Baxter reported that the Commission had been contacted by the AAUW Scottsdale chapter to attend and/or be a sponsor for their upcoming event to honor Ms. Ledbetter. Mandel suggested we not participate as a sponsor due to our budget problems but that he may personally be interested in attending the event.

12) Committee and Staff Reports

a) **Advocacy Committee -** Amoroso-Benedetto reported that the committee had not met last month.

b) **Development Committee - Mandel** reported that the committee has not been meeting.

c) **Young Women's Leadership Committee -** Mandel reported that the committee has not been meeting.

d) **Executive Director –** Baxter gave website update with possible launch date in early January. Missing Thank Yous from audit have been completed and sent.

13) Adjourn – Amoroso-Benedetto motioned to adjourn the meeting at 6:55pm, Second by Mandel; passed unanimously.